



**SCHOOL DISTRICT
OF THE CITY OF PONTIAC**

RETURN TO SCHOOL PROTOCOLS

Cleaning and Sanitizing

- Our custodial staff will clean and sanitize all buildings thoroughly each day, throughout the day, including surfaces, door handles, bathrooms, common areas, etc.
- There will be a full cleaning of the building each evening.
- Fridays will be designated as deep cleaning days. This will include cleaning the carpets and utilizing special chemicals designed to deeply sanitize and fog the buildings. These products include DDDS Disinfectant.
- Fridays have been chosen to allow for any elements such as cleaners with fumes or carpet cleaners to properly dry and dissipate over the weekend.

Security/Health Screening

- All staff and visitors will be required to wear masks when onsite in one of our buildings. Staff will be provided masks by the district.
- All staff and visitors should take their temperature at home each morning, if possible. If it reads 100 degrees Fahrenheit or above, they should remain home.
- Any symptoms of illness should be monitored prior to coming to a school building. If a person is exhibiting symptoms such as coughing, shortness of breath or gastrointestinal issues, they should remain home.
- Upon arrival at the school, all staff and employees will be required to have their temperature taken and to fill out a brief COVID-19 questionnaire. These questions will be available on cellphones via QR code. Printed copies are also available.
- Upon completion of the questions, Police Authority Officers (PAO) will approve and allow access to the building.
- This process is also required for all visitors.
- Visitors will be limited to a maximum of 10 people in the building at any time. No exceptions.
- All meetings, PLCs professional development sessions will be conducted virtually.
- Staff should not be visiting colleagues' classrooms or congregating together in the buildings.
- Employees refusing to follow safety guidelines and protocols will be issued "Progressive Discipline"

Technology

- We have upgraded technology for our teachers and staff to provide ease of working remotely and moving from class to class, as well as virtual presentations when necessary.
- Staff should transport laptops daily in the event we must transition to working remotely.

Staff/Employees Exhibiting Symptoms or Testing Positive for a Disease

- All school buildings will have a designated isolation area for employees or staff who exhibit symptoms of COVID-19 or other illnesses while at school.
- The individual will need to remain in that area until arrangements can be made for them to go home.
- In the event a staff member tests positive for COVID-19, a letter will be sent out immediately to all parents and staff regarding potential exposure.
- A doctor's note of clearance is required for any staff member who is off sick and ready to return back to work.

Masks

- Masks are required for all employees, staff and visitors inside Pontiac School District buildings.
- There will be a limited supply of masks onsite for anyone who does not have a mask.
- If a staff member has a health condition that prevents them from wearing a mask, they must provide the human resources department with a doctor's note so that alternate safe arrangements can be made.

Social Distancing Requirement

- All employees will physically come to school Monday - Thursday. Friday will be a deep cleaning day.
- Throughout the school day a staggered bell scheduled to further maintain distancing as much as possible.
- Lunch & Prep: Staff should not congregate during lunch or prep.

CLEANING & SANITIZING

DAILY SANITIZATION

Our custodial staff will clean and sanitize thoroughly each day, throughout the day.

FRIDAYS ARE DESIGNATED DEEP CLEANING DAYS

This will include cleaning the carpets and utilizing special chemicals designed to deeply sanitize the buildings.



SECURITY



All employees, staff and visitors will be required to wear masks when onsite all of our buildings.

Employees will be provided masks by the district.



Upon arrival at the school, all staff and employees will be required to have their temperature taken and to fill out a brief COVID-19 questionnaire.

These questions will be available via QR code on their cellphone. Printed copies will also be available. Upon completion of the questions, PAO officers will approve and allow access to the building. This process is also required for all visitors.



Visitors will be limited to a maximum of 10 people in the building at any time.

No exceptions.

We will get through this together!

As this situation evolves, the School District of the City of Pontiac will continue to update employees and staff on the plans and any necessary changes that arise.

